

NOV 14 1957

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Request for Approval to Utilize Nine Ceiling Allocations Now Held in Reserve by the Deputy Director (Support)

REFERENCE: Memo to D/L from DS/S, dated 30 January 1957, subject: Increase in Personnel Ceiling

1. This memorandum contains recommendation for Deputy Director (Support) approval. Such recommendation is contained in Paragraph 6.

2. At the time the Administration Building Printing Plant was transferred to the Printing Services Division/OL from the Government Printing Office on 13 January 1957, the T/O strength was [redacted] positions, of which [redacted] were filled. Referenced memorandum directed this Office not to fill any of the nine vacant positions prior to obtaining Deputy Director (Support) approval. 25X1A 25X1A

3. During the operation of the Administration Building Printing Plant by the GPO, the T/O strength ranged up to [redacted] positions. The experience of the GPO was that the demands of HHS printing and that of other customer agencies required a T/O well above [redacted] positions. As the on-board strength at the time of the transfer was less than the personnel complement usually operating the plant under GPO management, it is apparent that GPO had not taken action to maintain maximum strength prior to this Agency assuming control. Even though the workload at the time of the transfer was considerably lower than it is at the present time, the on-board strength at that time was insufficient to maintain adequate production. Experience with the plant plainly indicates that [redacted] employees will be an absolute minimum with which the plant can operate. Even with this number, substantial overtime will continue to be required to maintain adequate production of HHS sections during peak periods. 25X1A 25X1A 25X1A

4. This Office has experienced considerable difficulty in obtaining personnel to replace the former employees of the plant who returned to the GPO rather than transfer to the Agency. In order to temporarily fill some of the positions for which replacements have not as yet been obtained, arrangements were made to obtain eight employees on detail from the Government Printing Office. In accordance with prior agreement, all of these employees are to return to the GPO on 25 November 1957. This

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will leave vacant eight positions to be filled by new recruits. Recruitment actions have been initiated in each case and some of the replacement personnel are about ready to enter on duty.

5. Because of ceiling reductions, the Printing Services Division does not have personnel ceiling allocations (other than the nine held in reserve by the DD/S) which can be utilized for filling the needed positions. The nine reserve allocations are included in the Office of Logistics ceiling and were funded in the 1958 Budget. Therefore, the use of these allocations will cause no increase in the Printing Services Division or the Office of Logistics ceiling.

6. In order to fill existing vacancies and to bring the Administration Building Plant T/O up to the required minimum number of positions, it is recommended that the nine ceiling allocations held in reserve be released.

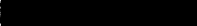
  
Acting Director of Logistics

25X1A

\* The recommendation in Paragraph 6  
is ~~Approved~~.  
~~RECOMMENDED~~ DISAPPROVED:

DEC 10 1957

Date

\*See memo dtd 10 Dec 57 to AD/Log  
and C/Mgmt Stf fr DD/S, subj:  
"Personnel Ceiling - Office of  
Logistics."  
Distribution:  
Orig - G/Sec/OL AD/OL  
② - DD/S (Chrono) Subject Personnel  
1 - OL (official)  
1 - OL/PSD  
1 - D/T Hold (withdrawn)  
1 - C/Mgmt Stf  
OL/PSD:  f/4237 (7 Nov 57)

15/  
L. K. WHEAT  
Deputy Director  
(Support)

25X1A